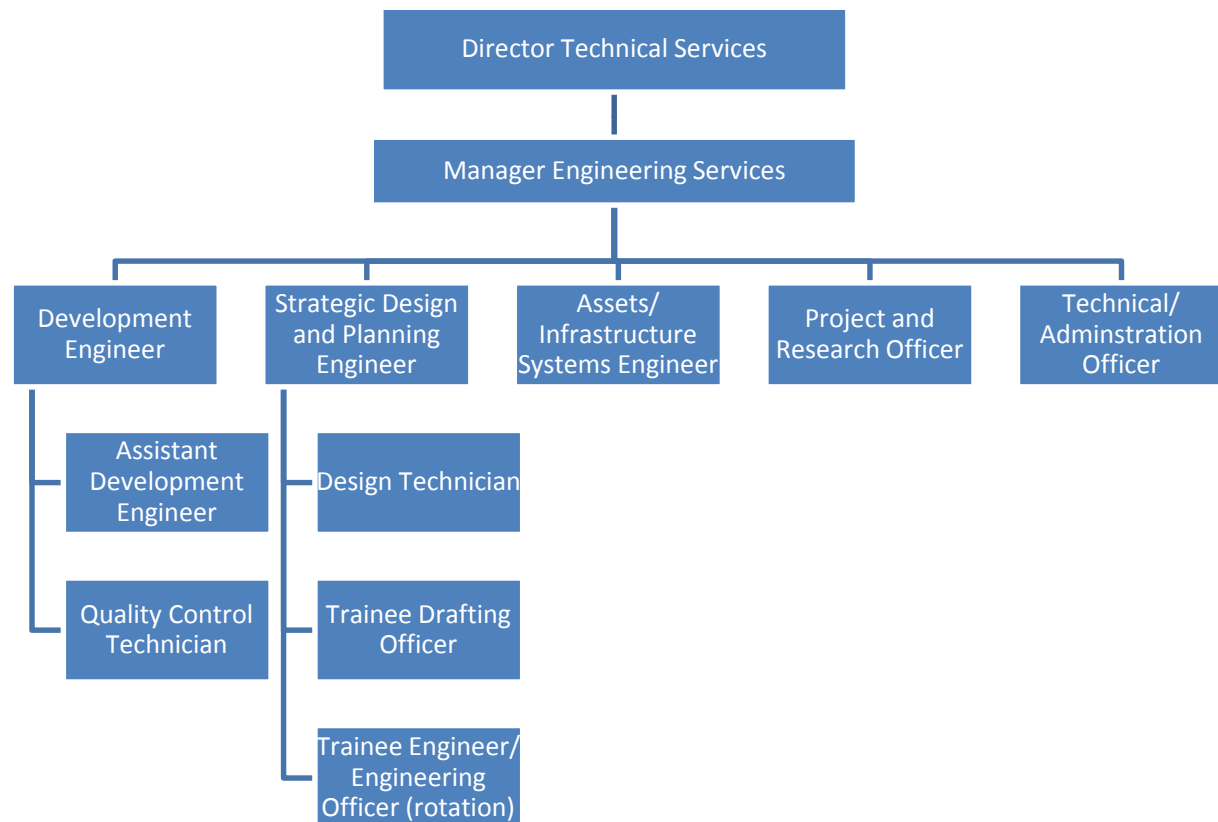


Position Title:	Design Technician
Position Number:	5152
Division:	Technical Services
Section:	Engineering Services
Grade:	9
Delegations:	See attached document (as per Council's Delegations Register).

Primary Purpose of Position

- To assist in infrastructure planning and design services within the Technical Services Division of Council in close collaboration with other members of Engineering Services
- To deliver engineering designs in accordance with the Orange City Council Development and Subdivision Code, Australian Standards and Roads and Maritime Services requirements

Sectional Structure



Selection Criteria	
Qualifications/ Licences	<ul style="list-style-type: none"> • Diploma in Civil Engineering • General Construction Induction Card (White Card) or ability to acquire • Current class C Driver's Licence
Skills and Experience	<ul style="list-style-type: none"> • Demonstrated experience in a similar role • Understanding of management systems for Quality, Work Health and Safety and Environmental Compliance as related to public works engineering • Understanding of financial management associated with public works engineering • High level communication skills both verbal and written including the capacity to interact with all levels of staff and the public while maintaining effective customer service and relationship management • Excellent organisational and planning skills, including the capacity to work to deadlines and set priorities • Well-developed computer literacy skills in the use of a variety of computer software packages including design and drafting applications • A thorough understanding of Local Government in NSW or capacity to rapidly acquire this knowledge • Understanding of Roads and Maritime Services standards is desirable • Demonstrated ability to model Council's key values and desired behaviours

Key Accountabilities/Duties
<ul style="list-style-type: none"> • Assist in the development, maintenance and implementation of a quality systems based approach to the delivery of works across the Technical Services division in collaboration with operational managers, including, but not limited to: <ul style="list-style-type: none"> • Infrastructure planning, design and construction • Workplace Health & Safety compliance • Environmental Compliance • Assist in the investigation of the long term infrastructure requirements for Council in collaboration with Engineering Services staff and other areas of Council. • Promote and demonstrate that Council's Engineering Services Section is competent, responsive and proactive, providing excellent customer • Assist with the effective financial management of all relevant aspects of the Engineering Services section • Providing advice on council policy to consultants and general public including, but not limited to: <ul style="list-style-type: none"> • Infrastructure design and future works • Development • Engineering issues • Flooding / stormwater investigations

- Develop annual program for delivery of design services, report monthly on progress including impacts of variances on program
- Provide design services to ensure best possible utility of assets created by and for our stakeholders
- Prepare design briefs, calls quotations and manage design consultancies as required
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct.

Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Equal Employment Opportunity (EEO)** – complies with EEO principles and respects diversity
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Name of Employee	
Signature of Employee	
Date	

Human Resources Only: This position's ordinary hours of work shall be based on a 35 hour week to determine the hourly rate of pay